THE TULALIP TRIBES
Job Description

JOB TITLE: Geriatric Resident Aide (On-Call)

JOB NUMBER: TTT-007-07

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

<mark>The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.</mark>

EDUCATION:
[ ]   High School Diploma or GED equivalent * (**Attach copies of all Education and/or Training with application**)
       * If applicant does not meet this education requirement, the Employment Department strongly encourages active participation in a GED / HS Course and or Training Classes.

SKILLS:
[ ]   Must have current food handler's permit.   (**attach copy**)
[ ]   Must take CPR/First Aid course within 30 day of hire if not certified (**attach copy**)

EXPERIENCE:
[ ]   Experience working with diverse cultures, specifically Native American (*preferred*)
[ ]   Experience working with the elderly (*preferred*)

OTHER REQUIREMENTS:
[ ]   Must take Fundamentals of Care giving course, within 90 days of employment.
[ ]   Must be willing to take specialty training course, Mental Health, Dementia & Developmental Disabilities within 90 days of employment
[ ]   Must obtain a TB *test within 3 days* of employment or have documented proof of test received within 6 months previous to hire
[ ]   Must have be willing to take training to work with AIDS/HIV positive patients within 30 days of employment
[ ]   Must have no prior convictions or arrests for elder abuse, or any other crime involving harm to another.
[ ]   Employment subject to background check
[ ]   Must be able to work evenings, nights, weekends, holidays, and /or flexible hours as requested.
[ ]   Must be willing to work evening, weekends, holidays, and/or flexible shifts
[ ]   Washington State Drivers License *preferred*

Physical Characteristics and/or Prerequisites:
[ ] Stamina to stand (or sit) for up to eight hours.
[ ] Strength to lift objects weighing up to 50 pounds when needed.
[ ] Mobility to bend or stoop and ability to push and lift heavy wheel chairs.
[ ] Finger and manual dexterity for the operations of computers and routine paperwork.
[ ] Tolerance and patience to deal with upset, angry, intoxicated, or frustrated patients.
[ ] May be exposed to hazardous cleaning chemicals and solvents.
[ ] Mobility to climb stairs several times a day and tolerance to work in adverse weather conditions.
[ ] Capable of successfully passing a physical examination as a condition of employment.
[ ] Good hearing ability to hear distressed patients.

Tribal Department: Senior Program

Employee Classification: Non-Exempt

Job Summary: Responsible for personal care of Retirement Home residents. Generally the well-being of the residents is the main priority.

Employee Reports To: Geriatric Resident Aide Coordinator

Extent of Job Authority: Assists in preparing and serving meals and maintaining the health, safety, and records of residents

Specific Duties Performed:
1. Maintains accurate and current records of all aspects of operation of the Retirement Home and its residents.
2. Keeps Retirement Home and kitchen clean at all times.
3. Maintains kitchen in compliance with State and Tulalip Tribes health regulations.
4. Adheres to standard operating procedures for food preparation, as well as proper sanitation and safety protocols.
5. Monitors spoilage of food, cleanliness of all food storage areas.
6. Prepares, cooks and serves meals
7. Monitors residents during shift
8. Dispense medication to residents
9. Bathing of resident per their plan of care
10. Records any patient illness, refers to procedures manual for medical emergencies.
11. Responsible for evacuating residents in accordance with appropriate policies and procedures in an emergency, i.e., fire, earthquake, etc.
12. Responsible for daily paperwork associated with job as outlined in procedures manual.
13. Performs any other duties as deemed necessary.
14. Is available at all times while on duty to talk with patients and see to their well being and report any irregularities in their behavior patterns.

Term of Employment: **On-Going, On-Call / Temporary**

This is an on-call position, which will be filled when needed.

 An on-call employee is temporarily employed on an hourly basis; whose name is kept on a list of on-call employees; who may be called in as needed to fill vacancies due to call ins, employees on leave, temporary work, or other reasons; who is not guaranteed a minimum number of work hours in any given work week; who upon accepting employment must comply with all provisions of this Ordinance; who is entitled to employee benefits only if the job description for the particular on-call position into which the employees is hired specifically provides for employee benefits for on-call employees; who is qualified for the on-call position in which the employee is employed; and who shall not have a right to the grievance process under this Ordinance. An on-call employee may be dismissed for justified cause or released when on-call work is no longer needed.

Pay Range: $**13.35 per hour**